

## Account Application Sign Up Guide

Below is a step by step guide of what you will see when you sign up with Trade For Good.

This application guide is based on an Individual persons application.

The form will be used to create the account with Trade For Good and Macquarie Bank cash management account.

### Step 1.

Select the charity you want to support, if you can't make up your mind, select Trade For Good's Choice.




You can change charities at any time.



### Register your details to start trading for Good.

Choose Your Charity

Click here to choose your Charity

- Horse Shepherd 
- The Magic Coat 
- Variety - The Children's Charity 

Enter Last Name

Phone Number

Enter Phone Number

Email

Enter Email Address

Click on the trading account type you would like to set up


- Individual
- Joint
- Company
- Trust / SMSF (Individual)
- Trust / SMSF (Corporate Trustee)

Fill in your details, select your account type e.g. Individual and then click Submit.

An email address is required for the online application, if you don't have one call us on 1300 263 800 and we'll assist you with the application.



Choose Your Charity

Horse Shepherd 

First Name

Ben

Last Name

Galamaga

Phone Number

0404000000

Email

info@tradeforgood.com.au

Click on the trading account type you would like to set up

Individual  Joint  Company  Trust / SMSF (Individual)  Trust / SMSF (Corporate Trustee)

Trade in your name.

Submit

## Step 2.

Once you have filled in the form, you will be redirected to the account type application page. The information you have provided already will be transferred to application, all you need to do is fill in the gaps.

It's recommended you have some ID on hand for the verification section of the application, the type of application required is below.

### What you will need

- Identification documents for each account holder. Accepted ID's are Driver License and Passport
- Tax File Number (optional)
- If you are opening a self-managed super fund, company, or trust account documentation
- Your HIN, when switching from another broker
- An email address is required for the online application, if you don't have one call us on **1300 263 800** and we'll assist you with the application.



## Step 3.

Fill in your details, these details will be used to email you the account confirmation. Your date of birth and email need to accurate.

PRIMARY APPLICANT	PRODUCTS	CLIENT DETAILS	SUBMIT
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## Primary applicant


Every account has a primary contact person who is a signatory on the account. If that's you, let us know your details below.

We'll send you an email with links to important documents you need to read.

### Note

Do not use your browser back button, use the 'Back' button at the bottom of each form.

\* Asterisk = required field

First name (no abbreviations) *	<input type="text" value="Benjamin"/>
Surname *	<input type="text" value="Galamaga"/>
Date of birth * 	<input type="text" value="20/08/1999"/>
Email address *	<input type="text" value="test@gmail.com"/>
Confirm email address *	<input type="text" value="test@gmail.com"/>
Mobile phone	<input type="text" value="0400000000"/>
Home phone	<input type="text" value="Area"/> - <input type="text" value="Number"/>
Work phone	<input type="text" value="Area"/> - <input type="text" value="Number"/>

Note: You must provide at least one contact phone number

RESTART

PROCEED TO PRODUCT SELECTION

## Step 4.

Tick Equities, then Proceed.

PRIMARY APPLICANT	PRODUCTS	INDIVIDUAL	SUBMIT
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### Product selection

We offer a range of products - let us know which products you would like your account to be associated with.

We'll send you an email with links to important documents you need to read for the products you select below.

I/we select: Equities

<a href="#">RESTART</a>	<a href="#">PROCEED TO FIRST SECTION OF APPLICATION</a>
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## Step 5.

**Authorised representatives.** If you want people to authorised to act on your account, select **Yes**. In this example I am the only person that is authorised to access my account.

INDIVIDUAL	ACCOUNT DETAILS	OTHER INFORMATION	REVIEW	SUBMIT
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### Authorised representatives

You may wish to nominate an individual to act as an authorised representative on your account.

An authorised representative shall possess the same level of authority as the account applicant/s, however, they are unable to instruct for the account to be closed, for account details to be amended or for money to be transferred.

\* Asterisk = required field

Authorised representatives

Would you like to nominate any authorised representatives?  Yes  No

<a href="#">SAVE AND CONTINUE LATER</a>	<a href="#">NEXT</a>
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## Step 6.

These details should be mostly filled in, you will need to select a few things.

INDIVIDUAL	ACCOUNT DETAILS	OTHER INFORMATION	REVIEW	SUBMIT
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### Individual details

This individual has been nominated for the following roles:  
**Applicant**

You can provide your personal details below.

\* Asterisk = required field.

Title \*

First name (no abbreviations) \*

Middle name

Surname \*

Date of birth \*

**Identification information**

Please choose one or more of the following options if you wish to provide further identification details

Drivers Licence

Passport

Passport number \*

Passport country of issue \*

**Tax information**

Tax resident of Australia \*  Yes  No

Tax File Number (TFN)

Note: Provision of a TFN or ABN is not compulsory, however, if you do not quote your TFN or ABN or claim an exemption, tax may be deducted from the interest paid to you at the highest marginal tax rate plus Medicare Levy. Declining to quote a TFN is not an offence.

TFN exemption  Yes  No

Tax resident of another country \*  Yes  No

**Residential address**

(This cannot be a PO Box)

Country

Property name (if applicable)

Unit number

Street number

Street name \*

Street type \*

Suburb \*

State \*

Postcode \*

**Contact details**

Mobile phone

Home phone  -

Note: You must provide at least one contact phone number

Email address \*

Confirm email address \*

**Additional details**

Are you a Politically Exposed Person (PEP) \*  Yes  No

## Step 7.

When I am setting up my **Settlement Instructions**, it will be set to setting up a new Macquarie cash management account. For more information click [here](#).

If you already have a cash management account with Macquarie, DDH Graham or ANZ, you are welcome to use them as well. Please just emailed us at [info@tradeforgood.com.au](mailto:info@tradeforgood.com.au), and we will link that existing account.

INDIVIDUAL	ACCOUNT DETAILS	OTHER INFORMATION	REVIEW	SUBMIT
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## Settlement Instructions

When you trade, you need a cash account attached to your trading account. We will use this account to settle your trades.

We offer a number of different ways to settle your trades - let us know your preferred option.

### Settlement options

Select your preferred settlement option \*  Existing Australian Bank Account  
 New Cash Management Account

### New Cash Management Account

Please select your preferred cash management service below.

A new cash management account is only available to clients with an Australian residential address

New Cash Management Account \*

BACK

SAVE AND CONTINUE LATER

NEXT

## Step 8.

I am creating a new trading account, so I'm selecting establish a new HIN (yes) and no existing holdings (with another broker). If you want to transfer an existing account to Trade For Good, select No and you will be prompted for those details further on.

INDIVIDUAL	ACCOUNT DETAILS	OTHER INFORMATION	REVIEW	SUBMIT
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## CHESS sponsorship

Shareholding certificates are no longer issued. CHESS registers financial products in your name to evidence your ownership. CHESS is a system of registering financial products electronically in what is known as a HIN and is operated by ASX Settlement Pty Limited. Unless you tell us not to, Lab Group will establish a new HIN for you and be your sponsor for CHESS.

\* Asterisk = required field

Establish a new HIN \*  Yes (new HIN)  
 No

### Issuer sponsored holdings

The registration details and account details must **exactly match** to convert existing issuer holdings to the new HIN.

Convert issuer sponsored holdings to new HIN \*  Yes (converting individual holdings)  
 No

### Existing broker holdings

Transfer existing broker holdings to the new HIN \*  Yes (transfer holdings)  
 No

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SAVE AND CONTINUE LATER

NEXT

## Step 9.

I am using the same residential details as my account, so I ticked, use primary application's residential address.

INDIVIDUAL	ACCOUNT DETAILS	OTHER INFORMATION	REVIEW	SUBMIT
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### Mailing address

We will use the mailing address to send you correspondence in relation to this account, such as statements, passwords and service information.

You can provide your mailing address below - a PO Box address is also acceptable as a mailing address.

Account mailing address

Use primary applicant's residential address

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SAVE AND CONTINUE LATER

NEXT

## Step 10.

We only offer contract note delivery via email, and you can also confirm if you want them emailed to you or not.

You can choose to add additional email addresses that will receive the contract notes.

INDIVIDUAL	ACCOUNT DETAILS	OTHER INFORMATION	REVIEW	SUBMIT
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### Contract note details

We can email you contract notes or post them to your mailing address.

You can also nominate other recipients who would like receive copies of of contract notes below.

Contract note delivery \*  Email

Applicant Benjamin Galamaga

Email address test@gmail.com

Receive contract notes by email \*  Yes

No

#### Additional email addresses

Contract notes will be emailed to the primary email contact by default. If you would like contract notes emailed to alternative email addresses please complete below.

ADD ADDITIONAL EMAIL

BACK

SAVE AND CONTINUE LATER

NEXT

## Step 11.

I am not considered a sophisticated investor so I have selected No, to qualify to be a sophisticated investor you need to have a gross annual income of \$250,000 or more in each of the previous two years or has net assets of at least \$2.5 million, as prescribed by the Corporations Regulations 2001 (reg 6D.2.03 and reg 7.1.28).

INDIVIDUAL   ACCOUNT DETAILS   OTHER INFORMATION   REVIEW   SUBMIT

### Additional information

Please answer the following questions in relation to your application.

All questions must be answered.

**Sophisticated Investor**  
Are you a sophisticated investor?

Yes

No

BACK   SAVE AND CONTINUE LATER   NEXT

## Step 12.

Now you can scroll down and review your applications, please ensure all the details are correct.

Once you are happy click Next to submit it.

INDIVIDUAL   ACCOUNT DETAILS   OTHER INFORMATION   REVIEW   SUBMIT

### Review application

**Application details**

Application details

Reference number 1334163

Account type Individual

Date created 20/08/2020 10:53

**Benjamin Galamaga**

**Mr Benjamin Galamaga** EDIT

This individual has been nominated for the following roles: Applicant

**Additional information**

**Additional information** EDIT

Are you a sophisticated investor? No

### Submit application

Once you've reviewed the application details, you can proceed to the next section to complete the application.

BACK   SAVE AND CONTINUE LATER   NEXT



## Step 13.

The application has been submitted and you will receive an email from us to confirm the application and for you to approve.



Thank you for submitting this application on behalf of your client(s).

### What happens next?

1. We'll notify all account holders to review the application and accept the terms and conditions of the account.

You can keep track of the approval status of each account holder in the Application Manager.

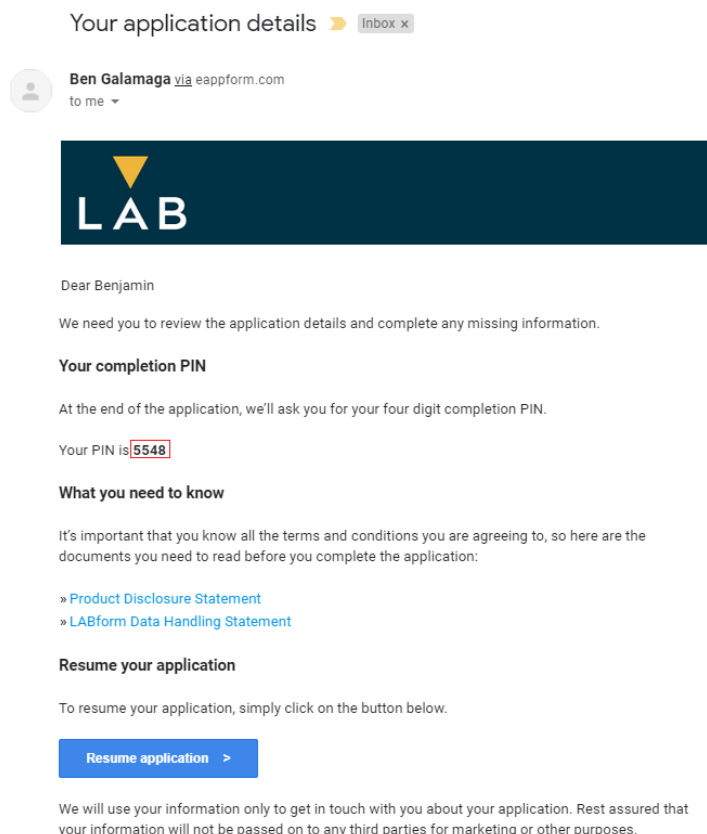
We'll send you a confirmation email once the application is complete.

## Step 14.

You will receive an email from [info@tradeforgood.com.au](mailto:info@tradeforgood.com.au), to the email address you used at the beginning, to confirm the application.

The PIN is unique to the application and required to submit the application.

Click on **Resume** application button.



## Step 15.

Scroll down and review your application, to ensure all the details are correct. Then click Next to submit it.

### Additional information

Additional information

Are you a sophisticated investor? No

EDIT

Submit application

Once you've reviewed the application details, you can proceed to the next section to complete the application.

BACK SAVE AND CONTINUE LATER NEXT

## Step 16.

Type in the PIN from the email earlier and agree to the terms and conditions of the application you are submitting.

INDIVIDUAL ACCOUNT DETAILS OTHER INFORMATION REVIEW SUBMIT

### Applicant declaration

\* Asterisk = required field

We have sent you an email with the completion PIN which you will need to submit your application.

Enter your completion PIN \*  [Click here to resend PIN.](#)

I/We acknowledge that I/We have received, read, understood and agree to the following documents supplied by LAB Group:

- ▶ [Product Disclosure Statement](#)
- ▶ [LABform Data Handling Statement](#)

By ticking this box, I/We agree to execute and be legally bound by the account terms and conditions in relation to the financial products to be traded now or in the future.

#### Electronic identity verification


To enable us to verify your identity, we may disclose personal information such as your name, date of birth, and address to a credit reporting agency (CRA) to obtain an assessment of whether that personal information matches information held by the CRA or accessed by the CRA (including as your agent) from its third party data sources to which your personal information may also be disclosed. The CRA may give us, and may retain for its own use, a report on that assessment and to do so the CRA and third party data sources may use personal information about you and other individuals in their files. Alternative means of verifying you are available on request. If we are unable to verify your identity using information held by a CRA we will provide you with a notice to this effect and give you the opportunity to contact the CRA to update your information held by them or verify your identity using an alternative method acceptable to us.

I/We hereby give our full and informed consent to LAB Group to access and confirm our name, date of birth and address with a credit reporting agency (CRA) and authority for the CRA to act as my agent for the purposes of undertaking an electronic identity verification.

BACK SAVE AND CONTINUE LATER I ACCEPT

## Step 17.

If it all passes the electronic verification, you will get the email below.

Your application details  Inbox x



**Ben Galamaga** via [eappform.com](https://eappform.com)

to me ▾



Dear Benjamin

Thank you for choosing to open an account with us.

We have electronically verified the identity of all parties on the account and the results appear below.

### Electronic Verification (EV) summary

APPLICANT / ENTITY	RESULT	ACTION REQUIRED <sup>1</sup>
Benjamin Galamaga	Successful	No further identification required.

If you wish to download a copy of your application, click the link below.

[Download application pack](#)

If it fails, then you can upload documents to verify yourself, click on the upload your documents button. If you need help, call **1300 263 800** and we'll assist you.

## Electronic Verification (EV) summary

APPLICANT / ENTITY	RESULT	ACTION REQUIRED <sup>1</sup>
Benjamin Galamaga	Failed <sup>2</sup>	Upload a certified copy of one primary document <b>OR</b> two secondary documents.

<sup>1</sup> View acceptable [primary and secondary documents](#) and certification requirements online.

<sup>2</sup> We weren't able to verify your identity using "Equifax IDMatrix".

If you wish to download a copy of your application, click the link below.

[Download application pack](#)

### What we need from you

We need further documentation from you in order to setup the account. We have outlined everything we need in the table above.

You can either upload these documents, send them via email or post them to the address below.

[Upload your documents >](#)

### Step 18.

Lastly we will be in contact within 1-2 business to advise you that your trading account is now ready to use.